



mailed  
1-30-12

## Oglethorpe County Library

*Athens Regional Library System*

January 30, 2012

Tony Nation  
1128 Crawford-Smithsonia Rd.  
Crawford, GA 30630-1714

Dear Tony –

We have appreciated your interest in the Oglethorpe County Library program and regret to inform you that we must remove you from the Board of Trustees for failure to attend three consecutive meetings. This step is required by the Georgia Library Code 20-5-42(d) which states *"Board members shall be removed for cause or for failure to attend three consecutive meetings pursuant to the library system's constitution and bylaws or the local constitution and bylaws"*.

We do hope you will continue to be a Friend of the Library.

Sincerely,

Tom Gresham, Chairman  
Oglethorpe County Board of Trustees  
Athens Regional Library System

# OGLEHTORPE COUNTY LIBRARY BOARD

## 2012-2013

NAME ADDRESS PHONE	APPOINTED BY	TERM EXPIRES
<b>Ms. Judy Arnold</b> 3 N. Eades Rd. Carlton, GA 30627 (706)797-3779 <a href="mailto:jwestarnold@windstream.net">jwestarnold@windstream.net</a>	Co. Comm. in 12/2008	Dec. 31, 2013
<b>Mr. Charles L. Dyer (Financial Officer)</b> 15 Siman Drive Crawford, GA 30630 (706)621-0286 <a href="mailto:dyerchas@gmail.com">dyerchas@gmail.com</a>	Co. Comm. in 10/2010	Dec. 31, 2015
<b>Dr. Gloria J. Gabriel</b> 568 Smithonia Rd. Winterville, GA 30683 (706)742-8010 (706)207-6926 <a href="mailto:gjg568@windstream.net">gjg568@windstream.net</a>	Bd. Ed. in 10/2010	Dec. 31, 2016
<b>Mr. Tom Gresham (Chairman)</b> 154 Timberland Trail Arnoldsville, GA 30619 (706)742-7195 (H) <a href="mailto:gistom@windstream.net">gistom@windstream.net</a> ARLS Board Representative	Co. Comm. in 1/2007	April 30, 2011
<b>Ms. Jodi Higgins</b> 133 Paul Lane Crawford, GA 30630 (706)743-7563 (H) <a href="mailto:jodihiggins@windstream.net">jodihiggins@windstream.net</a>	Bd. Ed. in 5/28/2003	April 30, 2011
<b>Mr. Greg Jones</b> PO Box 115 Arnoldsville, GA 30619 (706)743-8070 (H) <a href="mailto:dearcreek@windstream.net">dearcreek@windstream.net</a>	Co. Comm. in 4/2001	April 30, 2011
<b>Mr. Samuel Nash (Vice Chair)</b> 35 E. Church St. Lexington, GA 30648 (706)338-7942 <a href="mailto:samnash1@hotmail.com">samnash1@hotmail.com</a>	Co. Comm. in 3/2006	April 30, 2015

**Ms. Brenda Yeany**  
563 Hutchins Rd.  
Crawford, GA 30630  
(706)743-5947  
[ryeany@windstream.net](mailto:ryeany@windstream.net)

Co. Comm.  
in  
1/2007

April 30, 2013

**Ms. Brenda Moody**  
1238 Union Point Rd.  
Stephens, GA 30667  
706-207-9319  
[bmoody1000@aol.com](mailto:bmoody1000@aol.com)  
[bmoody@athenstech.edu](mailto:bmoody@athenstech.edu)

Co. Comm.  
in  
12/2010

Dec. 31, 2013

**Vacant**  
Fills existing term

Bd. Ed

April 30, 2014

**Vacant**  
Fills existing term

Co. Comm.

Dec. 31, 2015

**Ms. Kathryn Ames**, Director  
[kames@athenslibrary.org](mailto:kames@athenslibrary.org)  
(706)613-3650

**Ms. Donna Brumby**, Extension Librarian  
[dbrumby@athenslibrary.org](mailto:dbrumby@athenslibrary.org)  
(706)613-3650 x307

**Ms. Tiffany Speed**, Oglethorpe County Library Branch Manager  
[tspeed@athenslibrary.org](mailto:tspeed@athenslibrary.org)  
(706)743-8817

approved 7/18/12

**Minutes of the Oglethorpe County Library  
Board of Trustees  
April 25, 2012**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Jean Westmacott, Sam Nash, Howard Shapiro, Charles Dyer, and Brenda Yeany.

**Call to Order:** Tom Gresham

**Approval of April Minutes:** Motion by Charles Dyer, 2<sup>nd</sup> by Howard Shapiro

**Public Input:** none

**Friends of the Library:** Please refer to the third page of the Branch Manager's Report titled "Friends of the Library". Tiffany reported that the three day Stuff a Bag Book Sale made \$905.00. FOL also paid for Tiffany to attend the Administration Professional Luncheon today at the Crawford Depot and purchased her a vase of flowers in honor of the day.

**Branch Manager's Report:** Please see attached. Tom did inquire as to whom the employees were that were currently working at the library. Tiffany informed Board Members that employees included Phil Siegler who is currently here temporarily during the construction process in Athens, children's librarian, Austin Jenkins, youth services librarian, Nicole Oderisi, adult services & computer class instructor, Travis Perkins, and circulation assistant, Laura Lindsey. Tom also wanted to know about employees having to work by themselves which Tiffany told him with Phil here, employees do not work by themselves unless Phil is off. Only one employee is scheduled for the half day weekends due to the amount of library use by patrons on the weekends. Once Phil leaves there will be 16-19 hours where only one employee is here, which will be Tiffany, so basically we are still short one 17 hour/week part-time staff member. Tiffany did commend Phil's wonderful work while he has been here in Lexington, commenting on the efficiency of materials being added to system and placed on shelf, as well as being able to take on some other of Tiffany's responsibilities such as handling the donations. Howard did inquire about David. Tiffany reported that David Loebe is the former children's librarian who Austin replaced in December 2011. Currently, David is a substitute and he can fill in when employees need time off. David will also be joining us this summer for a special storytime session once per month during June and July. Other employee substitutes are Linda Banks and former employee Margaret Reeves. Sam commented on how great the library looks after the new updates and reorganization. Tom also commented on the organization and updates of the genealogy/history/microfilm section of the library.

**Regional Reports:** (Green Sheet) Mrs. Ames said that we are now at 75% of the fiscal year and that we are doing really well, collecting fines and fees at a higher rate and allowing the meeting room to be used to generate some income. All of the small towns

and cities have contributed and we are in great shape. Our expenditures are for the most part below the target. She did mention that the telephone always looks strange, but you can note that we have not spent as much this year as the eRate rebate that came in last year. Mrs. Ames informed Board members that we knew when we set up the budget that we did not have enough in for pest control and garbage, but she did think that some of the under spending in other categories will offset this amount. She directed Board Members to review the reverse side of sheet to view the gifts that have come through. Mrs. Ames said that even with the amount we are required to keep in the reserve that there is still a healthy number there. She did inform Board Members that we recently had an audit and everything was very good. Anytime that anyone has a question concerning the green sheet, Mrs. Ames did stress that Board Members can give Mamie a call at the main branch.

(Orange Sheet) This is the proposal of FY2013 budget as we are generally asked by the County for our budget proposal in May. The big change where you see the negative amount is on State Health Benefits. In the past, we were paying 18.54% for the fringe benefit. The Department of Community Health is suggesting \$912.00 per month per employee so that comes out to just under \$11,000.00 per year, although it will not be approved until May 10, 2012. This is not an option and we must participate in State Health Benefits. Tiffany is the only employee in Oglethorpe that receives benefits, but this increase affects all teachers, librarians, school secretaries, school bus drivers, and lunch room workers. Mrs. Ames did want to stress that this increase does put our budget at \$4,434.56 under budget, but we will not know for certain until May 10, 2012 for our budget that begins July 1, 2012. This new increase comes out to almost 30% of an employee's salary so this is a big jump. There is a possibility that it will be phased in over the next three years which is what Mrs. Ames is hoping for so that we can take steps to adjust the budget. Mrs. Ames did mention that we have already been warned that the employee's share will also increase which will result in Tiffany having less take home pay as well. She also noted that library employees have not had a raise in the past 4 years. She said that we would not be able to do anything until we know the final numbers, but we would have to look at staffing, at hours, at hitting the reserve, or asking the county for an increase. Mrs. Ames will inform Tom as soon as she hears something. Charles Dyer did inquire that if we know that we do not have enough in the budget to cover certain expenses why we are proposing a budget with those same amounts for FY 2013. Mrs. Ames did agree that we would need to look at increasing the current fees, but that would be something we need to wait and look at in July. Howard did suggest increasing the meeting room fee, as well as Mr. Dyer suggesting an increase in copier fees. Charles also inquired as to whom else in the county offers such services as copying and faxing to compare prices. Mrs. Ames said that before the next meeting she will have surveyed the county and the East side of Athens to find out what they charge thus giving Board Members more information to make the decision. Jean Westmacott and Tom Gresham were in agreement that Board Members should be active and contact the Governor and other local legislators and to suggest support and lobby for library funding increases for the following years.

(Talking Books Center) Mrs. Ames also wanted to mention due to further State budget cuts that the Talking Books Center would receive additional cuts and be closed. This free service for the blind provides a digital player and downloaded books set up on a flashdrive. She wanted to stress the importance of this service and ask the Board Members to encourage anyone who would benefit from this service request more information from the library staff to help justify the importance and need of keeping this service.

(MR&R Grant: Major Repair and Renovation Grant). Mrs. Ames took a moment to thank Tom for his fast turnaround on getting Mr. Pittard's signature and getting a proposal together in less than a week to apply for a grant to replace our HVAC unit. Officially, July 1, 2012 we will be able to replace our HVAC unit. The county will provide the funds to match this grant 50% with the proposal for cost at \$22,000.00; the county will provide \$11,000.00.

Mrs. Ames also reported that the Governor has signed a new law concerning the Open Meetings Act which requires public agencies to charge (.10¢) per copy if they have an Open Records request for the copies. It also requires that notices of meetings be posted and minutes of meetings are available both of which we are in compliance.

Donna did mention that the grand opening of the Madison County Library was on March 31, 2012 and encouraged all Board members who had not had a chance to go by there to make a trip to see this beautiful facility.

**Left Turn Lane into Library off of U.S. 78:** Tom has been in communication with GA DOT engineer who will be traveling here to take a look at the site as well as meet with him and Commissioner Pittard. They are currently trying to pin down a day that works for all of them.

**GPLS Revision of Constitution and Bylaws:** Mrs. Ames reported that the new constitution and Bylaws for the Georgia State Libraries has a statement that she has been arguing that specifies that any governmental agency that regularly provides funding for the library must have a seat on the Board which means Arnoldsville, Lexington, Maxeys, and Crawford all need a seat on the Board. This would also require that all of the cities be required to continually provide this financial support every year under the State's Effort of Maintenance Requirements. Mrs. Ames stated that she would be discussing this further in May.

**Vacancies Currently on Board:** Tiffany reported that the Board of Commissioners did reappoint Tom Gresham on Monday, March 12, 2012 for an additional five year term. Tiffany reported that she had created an email that announced the current two vacancies and explained what the Board does as well as the frequency, days, and times of scheduled meetings. She had sent the email to the Board of Education, all local school principles and secretaries, and Chamber of Commerce President, Cary Fordyce. Three applications had been returned, although Tiffany said she sent out a lot more either through email or paper copies from the circulation desk to individuals who showed interest in completing the application. Tom inquired as how long it had been since Tiffany sent out the email

and Tiffany answered a couple of weeks. Tom also asked when the deadline was to turn in the recommendations to the BOE and BOC. Tiffany answered the Board of Commissioners meets the second Monday of each month and she is not certain of the meetings for the Board of Education. After Tom inquired as to the length of time the advertisement seeking Board Members had appeared in local newspaper and on the website, and Tiffany reported longer than two months. Sam Nash made a motion to authorize a formed committee to make recommendations to the Board using the applications that have been received and then present those recommendations to the Board for a vote via email. 2<sup>nd</sup> by Brenda Yeany. The Board unanimously approved the motion. Volunteers for the committee were Howard Shapiro, Jean Westmacott, Charles Dyer, and Tom Gresham.

**Additional Needs of Library:** Sam Nash also inquired as to what other repairs or renovations did Tiffany think were needed at the library. Tiffany reported that public desk chairs that are at the computer desks and all tables are falling apart and have previously been repaired two times already. Mrs. Ames reported that she may have some furniture for Tiffany from the combined constructions of other branches including Madison County, Royston, and Athens. Jean asked for a count which Tiffany replied 32. Tiffany also reported that this library was in desperate need of updated equipment in the public restrooms. There is a problem with theft of both the soap and the toilet paper and she felt that updating the locking toilet paper dispenser and soap dispensers would cut down if not cut out the theft. Sam also mentioned there was tile work in the men's restroom that needed to be repaired. Howard brought up that it would be nice to have heating, air, ventilation, in the restrooms. Tiffany also inquired about the checking of and/or repair of duct work in the ceiling would be a part of the replacement of the AC unit with the MR&R grant. Mrs. Ames said she thought they would only be replacing the actual unit. Mrs. Ames suggested that a list of all of these items be composed and to use it for the next round of MR&R grant applications as she hopes this is a continuing grant from the state. She did want to go ahead and replace the locking soap and toilet paper dispensers immediately. Sam Nash did suggest using some of the Reserve funds to have an HVAC engineer and evaluate/analyze/repair duct work if and when the unit is replaced stating that if we are paying the heating and air guys \$22,00.00 for a new unit then a couple of thousands more to check into the ductwork problems would be well spent. Jean Westmacott was in agreement with this idea to have the entire procedure completed in one trip versus two. Tom Gresham said that once we know that we have this grant then confer and talk about what the issues exactly are with the unit and ductwork before signing the official contract with D & D. Charles Dyer did request to be a part of this conjuncture as this used to be his profession, but he is not able to crawl around the ceiling and analyze the duct work himself.

**Next Meeting:** Wednesday, July 18, 2012 at 4pm

**Adjournment:** Charles Dyer made motion, 2<sup>nd</sup> by Howard Shapiro and meeting was adjourned.



approved 10/17/2012

**Minutes of the Oglethorpe County Library  
Board of Trustees  
July 18, 2012**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Assistant Director for Regional Services Donna Brumby, Branch Manager Tiffany Speed, Sam Nash, Katie Baldwin, Judy Arnold, Gloria Gabriel, Brenda Yeany, Jean Westmacott, Brenda Moody

**Call to Order:** Tom Gresham

**Introductions:** All Board Members and library staff introduced themselves and welcomed new Board Member, Katie Baldwin

**Approval of April Minutes:** Motion by Gloria Gabriel, 2<sup>nd</sup> by Judy Arnold

**Public Input:** none

**Friends of the Library:** Please refer to the fourth page of the Branch Manager's Report.

**Branch Manager's Report:** Please see attached. Gloria addressed the Board that she has been receiving a lot of comments from the public about how pleased they are with the job that Tiffany is doing and amazed at what she is able to do with such a limited staff. Donna added that Tiffany also did performance evaluations on all staff members last month. Katie also reported that Austin did a great job when he visited the Primary School at the end of summer to promote the reading program. Mrs. Ames stated that the Oglethorpe County Library is a great model for smaller libraries and all their activities and what is accomplished here. She also wanted to thank the Friends and encouraged Board Members to thank Friends when they see them.

**Regional Reports:** (Green Sheet) Mrs. Ames reported that the library is funded thorough the county on a calendar year, but that we must report to the State of Georgia on a fiscal year which begins July 1<sup>st</sup>. She stated that at the end of June we were at 103% for revenues and expenditures with the main area of over expenditures being building maintenance and supplies. She did inquire if work had begun on the AC unit since we were approved for the MR&R grant which Tiffany responded "No, not yet". Mrs. Ames stated that we had the state grant coming as soon as Mr. Pittard wanted to begin replacing the unit. She reminded Board Members that it is up to them how the money is spent that is in the reserve account. Mrs. Ames reported that the bonds for the Royston Library had been sold and that construction would begin as soon as they figured out how to get rid of the asbestos that was found. She also reported that the Madison County Library still had a couple of construction issues to be taken care of, but they are moved in and open. She encouraged Board Members who have not yet seen the library to stop by and take a look. She also reported that Athens would begin to move into the newly constructed part of the library and that the Regional Library Board will now meet in Athens. She did state that the only problem with the budget that it looks like we will be facing will be with the increase in health insurance. Mrs. Ames did encourage Board Members to begin a new strategic plan beginning at the first of the year. Tom inquired as to the length of this plan and Mrs. Ames stated that a five year plan would be ideal.

**Left Turn Lane into Library off of U.S. 78:** Tom reported that a traffic engineer with the GA DOT had been out several times to perform analysis on the location and concluded that they will not be changing the narrowing of the two lanes into one lane in front of the library, but rather more strictly enforce that the lane ends at the library entrance by painting more lines and dotted lines further back on 78 alerting drivers that the lane ends, and an additional sign, and add bumpers in the road to prohibit vehicles from going around you on the right hand shoulder of the road. Although, both Billy and Tom suggested that a designated turning lane for all the



county entities such as the landfill, EMS, and the library all the way to the turn lane at Buddy Faust Road, the engineer did not think this was a good idea. As of now, there has not been a bad wreck at this section of highway to report to DOT, thus the terrifying actions that occur when vehicles fly past others that are trying to make a left turn into the library is not enough to warrant a designated turn lane. Judy Arnold did inquire as to whether it was illegal to perform a left hand turn into the library crossing the striped yellow lines and Tom responded that this was brought up and that the engineer assured them that this is not or was never an illegal traffic procedure.

**GPLS Revision of Constitution and Bylaws:** Mrs. Ames reported that the state law says that any agency who provides regular funding is entitled to a seat on the Board and our Constitution and Bylaws could be challenged because it states that they have to provide at least 2% of our overall budget and indicated that it was a decision Board Members need to make. Jean inquired if any of the agencies were providing 2% which Mrs. Ames stated, "No". After much discussion, Board members decided that until our Constitution and Bylaws are challenged no changes need to be made as members of the Board are currently representing all towns in Oglethorpe County.

**New Board Members:** Introductions were made for New Board Member, Katie Baldwin from Arnoldsville.

**2013 Budget:** Chairman, Tom Gresham, reported that he and Branch Manager, Tiffany Speed, met with Commission Chair, Billy Pittard, to discuss the county increasing the library funding to cover the employer's share of health insurance for full time employees. Tom reported that Billy Pittard has had discussions with the cities of Arnoldsville and Maxeys about increasing the amount of support they contribute to the library on a per capita basis since they have certified local government status which allows the cities to participate in county beneficial programs. In order to qualify for this status, the cities must contribute in at least 3 areas. One area where these towns claim to support is the library. Tom reported that Billy Pittard's reasoning for the increase is that if the cities are counting support of the library this support should be determined on a per capita basis of the city's population. So after calculating the numbers, Billy was able to determine that Arnoldsville and Maxeys needed to be contributing quite a bit more to the library. In addition, Tom reported that Billy hopes that with the installation of the new heating and air unit through the MR&R grant that the utility bills will drastically decrease. Mrs. Ames reported that even with the increase in square footage of the Madison County Library, the installation of the new system has so far resulted in lower utility bills. Brenda Moody suggested speaking with a local solar panel manufacturer about using the library as a building to promote products by installing panels and cutting energy costs. Sam Nash suggested that this become part of the 5 year comprehensive plan. Some Board members agreed to include this in the 5 year comprehensive plan discussion and it will be brought up for further discussion. Brenda did volunteer to go ahead and contact One World Sustainable Energy Company Owners. Brenda Moody suggested that we find out what other libraries and library systems are doing. Mrs. Ames explained that Mountain Regional has cut to bare bones with staff and hours. Mrs. Ames reported that Athens was at \$129,000.00 increase in health insurance cost and explained that Franklin County was hurting and Oconee County has already reduced hours and that the region is freezing staff vacancies longer to keep the position open to save some money that way. Tom explained that Oglethorpe Library is already staffed with just one person for quite a bit of hours and if we cut anything we will have to close the library for hours or days and that it may come to that since there are certain days that are traditionally less used than others. Tiffany did report that Commissioner Pittard did have a suggestion if we have no other option than to cut back hours to choose a 10:00am-9:00pm day although he is strongly against closing the library down for any reduced hours as he prefers to leave the staff and hours as it is currently. Tiffany did report that Billy mentioned in their meeting that a fallback plan to keep the library from closing or losing any staff members this year would be to take the Parts & Repairs money from the county's budget and move in to an additional payment to the region which would cover the increased cost of employer's share of health insurance which is an increase of almost \$4,000.00, but then the county would have to find other means to pay for any parts or repairs needed for the library building. Tiffany did clarify that would be a fallback plan only for this year as the cost of health insurance will continue to rise. Mrs. Ames reported that the Department of Community Health will continue to

raise the cost of insurance \$100 per month until the total amount will be \$912 per month per employee. Mrs. Ames stated that in the long term it may be the trade off to hire 3 part time people to perform the work of 1 full time employee although she knows that is not the intent of the law, but is what is happening. Gloria Gabriel expressed her concern of falling into an ethical dilemma by hiring part time help versus full time employees to keep from paying insurance. She felt that there is some kind of obligation we have to our employees thus this idea would end up hurting the employee. Mrs. Ames agreed that it would also hurt the system. Tiffany also agreed that hiring part time help as she currently has is the reason for the constant turn-over of employees because as soon as they find a job that is full time and offers benefits they are gone. Mrs. Ames did state that this was a major challenge and there is not a good answer at this point, but she would be asking Regional Board Members to contact legislatures to talk about this. She stated that legislatures will not go back into session until January so there is time to be talking to them. Sam inquired as to what the Board needed to decide on today and Tom indicated that he felt like Billy would be able to figure out the budget for this year and we would be okay. Mrs. Ames explained that the executive committee had to take this to the county and that it is really just for information at this meeting, stating that the budget would be amended once we find out what the cities will actually be contributing to the library's budget. She explained that the cities and the county budgets do not go into effect until January so it may be some time before we know. Tiffany asked if at this point do we wait for them to contact us as to the approval of the budget. Mrs. Ames explained that she could not bill them at this point but is hopeful that Billy will have some answers this fall with no changes until January.

**Next Meeting:** Wednesday, October 17, 2012 at 4:00pm

**Adjournment:** Gloria Gabriel made motion, 2<sup>nd</sup> by Jean Westmacott and meeting was adjourned.

approved 1/16/13

**Minutes of the Oglethorpe County Library  
Board of Trustees Meeting  
October 17, 2012**

**Present:** Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Assistant Director for Regional Services Donna Brumby, Branch Manager Tiffany Speed, Brenda Yeany, Gloria Gabriel, Judy Arnold, Howard Shapiro, Donna Boggs, Sam Nash, Katie Baldwin, Jean Westmacott

**Members Not Present:** Charles Dyer, Brenda Moody

**Call to Order:** Tom Gresham

**Introductions:** All Board Members and library staff introduced themselves and welcomed new Board Member, Donna Boggs

**Approval of July Minutes:** Motion by Brenda Yeany, 2<sup>nd</sup> by Howard Shapiro

**Public Input:** none

**Friends of the Library:** Please refer to the third and fourth page of the Branch Manager's Report. Gloria did report that she attended the author book signing with Clifford Brooks and she suggested that since he only sold two books that instead of the Friends receiving 25% of the sale proceeds that he donates a copy of his book to the library. Mrs. Ames did report that our Regional Policy is that staff members cannot accept gifts and that if Phil was to accept the gift card the Friends voted to give him, his job would be in jeopardy. She did say that Friends could bring in food and celebrate his last day whenever that is, but they can't give him a card. Gloria did suggest that Friends could purchase a book in his honor which Mrs. Ames said was absolutely fine. Tom mentioned a heartfelt letter which Mrs. Ames agreed he would appreciate for his personnel file. Tiffany will report back to the President of the Friends, Anita, to report this and let the Friends vote on another means of appreciation. Tom encouraged everyone to help the Friends out as much as they could.

**Branch Manager's Report:** Please see attached. Brenda Yeany asked for more details concerning how the library lends out State Park Passes. Gloria Gabriel informed Tiffany that she had received a new Friend membership from a lady who is interested in conducting writing workshops. Mrs. Gabriel stated that she would send the lady's information to Tiffany. Tiffany did inform Board Members that a new Friend, Betty Cory, which has a published book, actually conducted a series of writing workshops for young adults and adults during the month of September. Gloria stated that she would like to make a statement to be recorded in the minutes: "I continue to be amazed at the number of programs that Tiffany is able to pull together here with the little bit of money we have. I look in the newspaper each week at the number of programs that are going on and it amazes me. As a former librarian, I don't know how you do it, but I appreciate it." Jean Westmacott volunteered to talk to Ralph about dedicating a ¼ of a page of the newspaper each week the library so that all the events are easier to find and read. Tiffany suggested the title of such section be "*Library News Corner*" or "*Check it Out*".

**Regional Reports:** (Green Sheet) Mrs. Ames reported that the library is 25% through the fiscal year. She stated the Fines & Fees were up slightly due to the increase in fines to 20¢ per day. Mrs. Ames reported that on expenditures we are close throughout at 25%. She did remind Board Members that the library would be receiving an e-rate refund check for the phone bill this year. She did report that we received the funding for the heat & air pump replacement with the Major Repair & Renovation Grant and the unit has been replaced and the 50% has been sent to the county. She also stated that there is supposed to be funds for this same MR&R grant in

place for this coming year and if we need another major repair or renovation we would need to get some estimates or bids on fixing other things from qualified professionals. She informed Board Members that Phil would be leaving this library and heading back to Athens starting December 1, 2012. He will be working here 3 days a week and in Athens 2 days a week and that schedule will remain in place until the construction at the Athens Library is finished which is projected to be between the end of January and the end of April. Mrs. Ames did bring it to the Board Members' attention that we need to begin to figure out how to accommodate the hours that Phil has been filling in allowing Tiffany to be able to promote and conduct all the wonderful programs at the library. Brenda Yeany inquired as to the current status of the local cities contributing additional funding to the library. Tiffany informed the Board that she had a copy of the newspaper article where the Arnoldsville city council agreed to increase library funding from \$500 per year to \$2,000 per year by providing \$500 per quarter at their July 17, 2012 city council meeting. Tom did report that he was aware that one of the other cities would be increasing their funding, but was not sure which one and neither Tiffany nor Mrs. Ames were copied on the emails informing Tom of the city's increase in library funding. Tiffany did report that the first \$500 check from Arnoldsville was sent via courier to Mamie in the Business Office on August 13, 2012, but it is not being reflected in the revenues for the FY2013 budget. Mrs. Ames said she was not aware of this and would look into it and find out for tomorrow's meeting. Tom did notice that the FY2013 budget was titled with July 1, 2012 which should be July 1, 2013 and that correction was noted by Mrs. Ames and she stated she would send out a corrected budget sheet for the first quarter of FY2013.

Mrs. Ames did report that we would be having a Staff Development Day on November 12, 2012 and that we would be closed until 1:00. She stated this would be the first year that we try this as a web conference in order to cut spending on travel and food expenditures. She stated that Alan Harkness will be conducting a training session on how to deal with difficult patron issues in the library. We will also be looking at the new webpage which will allow Tiffany to update on a regular basis and will be looking at some new databases.

**Survey Results:** Mrs. Ames reported that most patrons come in to our library to use computers or check out books. She also discussed the comment that someone stated about the turnover of employees at the library. She reported that we like to keep people as long as possible, but once we train them they always do take full-time jobs elsewhere when offered the position. Our biggest competitor is UGA and that we have had to face the fact that with our budget we cannot afford to pay people much above minimum wage for the part time jobs. She also reported that no one in the entire library system has had a raise in 4 years now. She stated that it is tough and is hard to retain quality people.

**Mobile Computer Lab:** Mrs. Ames reported that Athens Clarke County was doing a strategic planning session and they talked about increasing their outreach programming. Carol Cother from the Regional Development Commission offered the use of two mobile computer labs that they no longer use to the regional library for use in Oglethorpe and Oconee counties. One has 12 computers and one has 6 computers. They would provide the insurance, maintenance, and operating cost plus providing the driver. Donna has been working with the Branch Managers to ask patrons in a survey what kind of classes they would be interested in and this survey will be taken until this Friday. Using these results, Mrs. Ames stated they will develop a proposal for the RDC and ask for the Regional Board to endorse this proposal tomorrow. Donna Boggs did inquire as to how the computer classes were already conducted here at the library. Tiffany informed Members that currently we have 4 persons per computer class although all spots are not always filled and some have more interest than there is room for people in the class.

**New Board Members:** Introductions were made for New Board Member, Donna Boggs from Lexington. Tom also used this as an opportunity to announce that one of our Board Members, Charles Dyer, has had to resign ~~due to his life and schedule~~. He reported that the nominating committee selected Donna Boggs for the current open position and Christia Fordyce to fill the next available opening. Since Charles Dyer held a County Commission position, this would be the opening for Mrs. Fordyce. Tom asked Tiffany to contact Mrs. Fordyce



and proceed with the recommendation to the Board of Commissioners if she still expresses an interest in serving on the Board.

**Budget 2013:** Tom stated that the budget was previously discussed in the meeting and we will need to wait for clarification on those issues before continuing the discussion of the FY 2013 budget.

**Electrical Use (Sam Nash):** Sam presented Board Members with a breakdown of the library's electrical use and a bar graph showing the amounts spent on electricity for 2011-2012 to try to show the decrease in the electricity usage since the new Heating and Air Unit was installed. Sam asked Tiffany for the exact date of the installation which she reported that the system was down for approximately a week in August with the invoice being dated August 7, 2012 and the last time the workers came out was August 27 so the entire month of August the system was either completely shut down or cut off for periods of time for the workers to make adjustments so that the system was properly working. She stated that the beginning of September would be the first true electrical use reading although she is not sure how Georgia Power's billing cycle runs. Sam indicated that according to the statistics it does look like the library will save money for electrical usage with the new system. Tom also reported that the library had been instructed to adjust the thermostat as well in order to become more energy efficient.

**Energy Audit (Judy Arnold):** Judy reported that she has contacted Billy Pittard and that Mrs. Ames will now contact an energy auditor from Georgia Power to schedule a day and time. Mrs. Arnold stated that as far as we know right now there should be no charge for the energy audit for the library.

**Janitorial Contract:** Tiffany reported that the current custodian will be resigning at the end of this year with her last day of work being on December 28, 2012. Tiffany reported that she and Donna worked together to update and revise the current custodial specifications. She indicated that in the past the Board placed an advertisement in the local newspaper asking for bids for the job, but there is no longer a line item for advertising in the budget. She indicated that the current budget for the custodian is \$2,400.00 per year and cleaning was performed twice per week. The new specifications include cleaning three times per week instead of two. Howard stated that he felt that the library definitely needed to be cleaned three times per week commenting on the cleanliness of the men's restroom. After much discussion, a finance committee was formed that includes Howard Shapiro, Tom Gresham, and Jean Westmacott to help deal with the current budget issues. The Board voted unanimously to authorize Tiffany with a motion by Gloria Gabriel, 2<sup>nd</sup> by Howard Shapiro to advertise to hire a part-time position for 6 hours per week at minimum wage which would allow an employee to work two hours per day cleaning the library 3 days per week as the contract option will probably be unattainable at the current rate in the budget for the custodial duties. Tom did however still request that "Two Women and a Bucket" professional cleaning service be contacted to retain a professional cleaning service bid for the custodial job.

**State Budget Reduction:** With the current state budget reduction, Mrs. Ames reported that we are down to approximately 7 cents per capita. Howard did state that when he started on the Board that it was 60 something cents per capita so we have taken a hard hit from state funding. Tom did stress the importance of supporting the Friends group which the library relies heavily on for the funding to purchase new materials for the library and funding the programs that Tiffany offers at the library.

**Next Meeting:** Wednesday, January 16, 2013 at 4:00pm

**Adjournment:** Howard Shapiro made motion, 2<sup>nd</sup> by Gloria Gabriel and meeting was adjourned.